

**RON THORNBURGH**  
Secretary of State



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[www.kssos.org](http://www.kssos.org)

## STATE OF KANSAS

### Vacancy Announcement

**Position title:** Proofreader/Editor's Assistant

**Division:** Administration

**Type of position:** Part-time

**Work hours:** Flexible  
(Approximately 15-25 hrs per week)

**Responsibilities:** Proofread original regulations submitted by state agencies for filing. Compare information or figures on one record against same data on other records, or with original copy, to detect errors. Enter information into computer system. Maintain filing system. Answer telephone inquiries and assist customers. Research customer inquiries. Assume duties of editor in editor's absence. Assist others in the agency as requested.

**Preferred Education:** High school diploma or equivalent; college hours preferred

**Skills and Qualifications:** Accurate; dependable; attention to detail; self-motivation; computer skills

**Salary:** \$8.60 per hour

**Contact:** Christy Myers at 785-296-2034 or visit our web-site at [www.kssos.org](http://www.kssos.org) and download an application.

**Application deadline is August 28, 2009**